

**FULLERTON SCHOOL DISTRICT  
Personnel Commission Meeting  
1401 W. Valencia Drive, Fullerton, CA**

**Minutes of the Regular Meeting of August 23, 2021**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:30 p.m.

**PERSONNEL COMMISSIONERS**

Mr. Tommy Reminiskey, Chairperson

Ms. Anita Varela, Vice-Chairperson

**STAFF PRESENT**

Paul Deines, Director, Classified Human Resources

Debra Shandy, Personnel Technician I

Martha Roberts, Personnel Specialist

Edna Gastelo, Administrative Secretary

**APPROVAL OF MINUTES – REPORT 2**

A motion to approve the minutes of the regular meeting of July 26, 2021, was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 3**

The Personnel Commission reviewed the Classified Personnel Report.

Ms. Varela asked for information regarding the transfer process. Mr. Deines explained that transfer requests for part-time Instructional Assistants are granted based on seniority and availability of open positions at the requested sites, as well as student needs. Ms. Roberts added that a list of transfers submitted by Instructional Assistant/Special Education employees is given to the Student Support Services, to be considered when staffing for the new school year.

Mr. Reminiskey congratulated Ms. Roberts on her promotion to Personnel Specialist.

A motion for approval was made by Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

**APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 4**

The Personnel Commission reviewed the recruitment bulletin.

Ms. Varela commented on the salary for Bus Driver Trainees. Mr. Deines shared that he is working on conducting a study on the Bus Drivers that will include Bus

Driver Trainees. Mr. Deines explained that the Bus Driver Trainees are being paid to receive training that the Bus Driver Trainees would otherwise have to pay for out of pocket.

A motion for approval was made by Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

**RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5**

The Personnel Commission reviewed the Director’s Certification of Eligibility Lists.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**PUBLIC COMMENTS**

No public comments were made.

**DIRECTOR’S REPORT:**

Mr. Deines highlighted Ms. Robert’s efforts that have led to hiring 100 new permanent employees since the start of the fiscal year. Mr. Deines shared that the Classified Human Resources office is working on improving exam administration and has implemented remote exam proctoring, with the help of Ms. Shandy. Mr. Deines congratulated Ms. Roberts on her promotion to Personnel Specialist.

**CONSIDER ANNOUNCEMENT OF THE INTENDED JOINT APPOINTEE OF THE PERSONNEL COMMISSION - REPORT 8**

Mr. Reminiskey recommended that Mr. Lance Do be appointed as the Joint Appointee of the Personnel Commission. Ms. Varela stated that she also recommended appointing Mr. Lance Do as the Joint Appointee of the Personnel Commission.

Mr. Deines clarified that the motion was to announce the Personnel Commission’s intended Joint Appointee as Mr. Lance Do and that the final appointment to the Personnel Commission would occur at a later date, after a public hearing is held.

A motion for approval was made by Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

**CONSIDER APPROVAL OF THE REVISED INSTRUCTIONAL ASSISTANT/REGULAR JOB DESCRIPTION - REPORT 9**

Mr. Deines explained that he worked closely with CSEA and Educational Services to discuss the title change of the Instructional Assistant/Regular to Instructional Assistant/General Education to reflect the students that the incumbents in that classification serve and the programs they support, which is the general education program.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**CONSIDER APPROVAL OF THE NEW INSTRUCTIONAL ASSISTANT/SPECIAL EDUCATION I AND II - SPECIAL PROGRAMS JUNIOR HIGH JOB DESCRIPTIONS - REPORT 10**

Mr. Deines explained that, due to recent CSEA/District negotiations and the growing needs of the special education programs at the junior high schools, the Instructional Assistant/Special Education I and II - Special Programs Junior High job descriptions were established. To develop the new job descriptions, Mr. Deines worked with the Student Support Services management team and discussed the different behavioral and physical needs of the junior high students in special programs, as well as ways to provide additional support for those students. The team also discussed the factors that differentiate the Instructional Assistant/Special Education I and II - Special Programs Junior High from the existing Instructional Assistant/Special Education I and II job descriptions, such as the age of students receiving services and the different behavior intervention strategies and student needs. Mr. Deines stated that the pay for the new classifications would be parallel to that of the existing Instructional Assistant/Special Education I and II, and that the new job descriptions would allow the District to recruit specifically for these special education, special programs at the junior high school level.

Ms. Varela asked if the Instructional Assistant/Special Education I and II at the K-8 schools would be considered for placement in the new classification. Mr. Deines explained that these special programs are not at the K-8 school sites, but if that were to change in the future, then these new classifications could be used.

A motion for approval was made by Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

**CONSIDER APPROVAL OF THE RECLASSIFICATION OF ELIGIBLE EMPLOYEES INTO INSTRUCTIONAL ASSISTANT/SPECIAL EDUCATION I AND II - SPECIAL PROGRAMS JUNIOR HIGH CLASSIFICATIONS - REPORT 11**

Mr. Deines shared that he, along with CSEA and Student Support Services identified a group of Instructional Assistant/Special Education I and II employees who have been performing the duties as outlined under the new Instructional Assistant/Special Education I and II - Special Programs Junior High and are eligible for reclassification into the new classification.

Ms. Varela asked if seniority dates were considered when identifying the group of eligible employees. Mr. Deines stated that if an employee was employed for less

than two years at the time of the reclassification, then they were not eligible for reclassification.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**CONSIDER APPROVAL OF THE REVISED COMPUTER REPAIR COORDINATOR JOB DESCRIPTION - REPORT 12**

Mr. Deines explained that, at the request of the Assistant Superintendent of Innovation and Instructional Support, he worked with the District to update the Computer Repair Coordinator job description with a recommended title change to Information Technology Coordination Specialist. Mr. Deines shared that the position would support the Information Technology Support Supervisor and provide more career ladder advancement for the IIS Department.

Mr. Reminiskey expressed his contentment with the title change.

A motion for approval was made by Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

**CONSIDER APPROVAL OF THE REVISED VISUAL AND PERFORMING ARTS COORDINATOR JOB DESCRIPTIONS - REPORT 13**

Mr. Deines shared that, with the recent retirement announcement of the current Visual & Performing Arts Coordinator, he has worked with the Educational Services leadership, Executive Cabinet, and CSEA leadership regarding the classification title change. Mr. Deines stated that all parties involved were in agreement that the term “Coordinator” should be replaced with “Administrative Specialist”, to differentiate the classification from that of certificated leadership and accurately reflect the technical duties of the classification

A motion for approval was made by Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

**ACTIVE RECRUITMENT LIST - REPORT 14**

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

**ADMINISTRATION AND POLICY - REPORT 15**

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

**OTHER BUSINESS**

**ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned to closed session at 5:04 p.m.

**RECESS TO CLOSED SESSION**

No reportable action was taken during the closed session; closed session was adjourned at 5:15 p.m.

**Minutes Accepted By:**

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**Tommy Reminiskey, Chairperson**  
**Recorded by: Edna Gastelo**